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*DD/S Chrono
meetings*

DEPUTY DIRECTOR (SUPPORT) MEETING WITH THE
CHIEFS OF SUPPORT OF THE AREA DIVISIONS AND
SENIOR STAFFS, OFFICE OF THE DEPUTY DIRECTOR (PLANS)

23 April 1957

DEFINITION

Chiefs of Support:

EA Division
WA Division
PA Division
SA Division
MA Division
DA Division
AA Division
IA Division
OA Division

25X1A



SCA-DD/S
SRA-DD/S

DD/S subject: Meetings

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CHIEFS OF SUPPORT OF THE AREA DIVISIONS AND
SENIOR STAFFS, OFFICE OF THE DEPUTY DIRECTOR (PLANS)

23 April 1957

1. The Deputy Director (Support) plans to hold periodic meetings with the Senior Administrative Officers of the major components of the Office of the Deputy Director (Plans), probably three or four times a year. The purpose of these meetings will be to discuss support problems of mutual interest to the DD/S and DD/P components, and to keep the Support Chiefs of DD/P abreast of the current developments in the Agency.

2. The first of such meetings was held in the Conference Room of East Building at 1100 hours, 23 April 1957. The following subjects were brought up by Colonel White:

a. CONFERENCE

Names of those persons who will be attending the Administrative Officers' Conference [redacted] were announced. Any questions which may come to mind relative to the conference should be referred to [redacted]

b. ADMINISTRATION CAREER SERVICE

Colonel White outlined his views on the Administration Career Service and his ideas for selecting and developing future A-type personnel. He emphasized that the Senior Administrative Officers in their role as supervisors of technicians of all the Support Career Services should be the cream of the crop. They may be obtained from the outstanding officers of the other Support Career Services who have demonstrated general administrative ability, and the DA category personnel in the Clandestine Services whose experience and career development indicate potential for promotion to GS-12 and assignment to the SA Career Board.

c. MANPOWER UTILIZATION

Colonel White discussed the current problem facing the Agency with regard to manpower utilization and particularly the Director's expressed desire to not only hold the line but reduce the on-duty strength. He feels that we can perform the same job with fewer people. Of course, one of the toughest jobs we have is eliminating the marginal performers inasmuch as the big attrition rate is in the clerical and

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not in the senior positions. The Support Chiefs not only have a responsibility to study manpower needs for their respective elements, but should also work toward giving guidance and exercising influence as Management Officers in their respective components.

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1. BOOK DISPATCH (ADMINISTRATIVE WORKLOAD)

The responses received to Book Dispatch No. 202 on the Reduction of Administrative Workload are very good. They clearly reveal that the real burden is in the small Station. Many Stations have criticized the size of the Regulations as being too extensive and technical on matters not related to their work. It is recognized that brief Regulations in plain language are needed.

2. PROCESSING SPECIAL CLAIMS

More thorough attention should be given to the review and staffing of claims with emphasis on the importance of coming up with recommendations that will stick. Too many cases have been disapproved and appealed on the basis of additional information not revealed in the initial presentation. Support Chiefs should informally coordinate and obtain expressions of opinions on all aspects of claims prior to reducing them to paper so that the files will not contain data supporting disapproval when approval is recommended.

3. PROMPT REPLY TO CORRESPONDENCE FROM THE FIELD

A review of the Monthly Letters to the Director from the Field has revealed numerous communications on administrative matters which were not promptly answered by Washington. Support Chiefs should implement effective systems to insure that Field correspondence is handled expeditiously and though the action may be required by one of the Support Offices of the DD/S, there should be regular follow-ups to insure that replies are prepared promptly.

4. REDUCTION OF CABLE TRAFFIC

It has been noted that the volume of cable traffic is going higher and higher. Although a great proportion of cables are of an operational nature, there are still too many cables sent on minor administrative matters which could just as easily be handled by dispatch such as action on disposition of vehicles, questions relative to air conditioning units, personnel assignments, and technical logistical data.

5. NOTIFICATION TO THE FIELD ON PERSONNEL REPLACEMENTS

We are still falling down and evidently do not have a workable

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system of insuring that Field Stations are notified in advance of replacements for personnel scheduled to return to Headquarters. Even though Career Service Boards have the responsibility of selecting personnel for overseas assignments, Support Chiefs should initiate action sufficiently ahead of time to advise Career Service Boards of replacement needs and urge them to act promptly in making selections.

1. PROMPT ACCOUNTING FOR ADVANCES

There is a continuing need for effective action to insure prompt accounting for advances made to projects and individuals. A recent report revealed that approximately forty per cent of all the outstanding advances to projects are more than ninety days overdue in rendering accountings. It is recognized that there is a delay in the reporting of overdue advances and the processing of accountings and refunds, in addition to the fact that many outstanding advances are a result of technical difficulties and not a failure to account. However, there continues to be a sufficient number of truly delinquent advances to remind the Support Chiefs that they must maintain current vigilance of all outstanding advances to obtain current accountings.

2. AGENDA ITEMS

All Support Chiefs are invited to submit to the Office of the Deputy Director (Support) any items that they would like to have reviewed and discussed at subsequent Support Chiefs' meetings.

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